

**NAME**  
City, State,

Phone  
email  
LinkedIn

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### SUMMARY

Insert a brief summary (4-6 lines) of the “professional you”, framed in a way that relates to where you are going. Answer the questions: What have you been doing? What occupation, environment, industry, length or breadth of experience, etc? Include a maximum of three things. What are you good at? Include only the skills you would like to do again. What are your work style and personal traits? What other attributes do you have? Include a skills inventory below (**optional**):

- Include a bulleted list of key skills
- Include a bulleted list of key skills
- Include a bulleted list of key skills
- Include a bulleted list of key skills

### PROFESSIONAL EXPERIENCE

**COMPANY**, City, ST  
Company description (optional)

**YEAR-YEAR**

**Job Title**, Year – Year

Provide a 1-2 sentence “job overview”, letting your target audience know what you were accountable for in each position held.

- Accomplishment
- Accomplishment
- Accomplishment
- Accomplishment

**Previous Job Title**, Year-Year

Provide a 1-2 sentence “job overview”, letting your target audience know what you were accountable for in each position held.

- Accomplishment
- Accomplishment
- Accomplishment

**COMPANY**, City, ST  
Company description (optional)

**YEAR-YEAR**

**Job Title**,

Provide a 1-2 sentence “job overview”, letting your target audience know what you were accountable for in each position held.

- Accomplishment
- Accomplishment

(continue this format for all positions within 10-15 years)

**EDUCATION / TRAINING**

**Degree, Field of Study**

Institution, City, State

**Previous Degree, Field of Study**

Institution, City, State

Professional Development courses or certifications

**ADDITIONAL RELEVANT INFORMATION**

Professional Affiliations

Presentations

Patents, Technical Disclosures, etc.